

S-E-C-R-E-T

DEPUTY DIRECTOR (SUPPORT) MEETING WITH THE  
CHIEFS OF SUPPORT OF THE AREA DIVISIONS AND  
SENIOR STAFFS, OFFICE OF THE DEPUTY DIRECTOR (PLANS)

2 October 1957

The meeting was held in the East Building Conference Room at 1530 hours 25X1A9a  
2 October 1957. The following items were discussed:

a. BOOK DISPATCH NO. 202

This dispatch requested all field installations to send to Headquarters suggestions for alleviating the administrative workload in the field. Mr. [REDACTED] highlighted the major suggestions received and action taken. It is apparent that the workload is not a few big things but an aggregate of many small tasks. The following are some of the comments which were common among several stations:

(1) A large number of stations complained of technical difficulties with what they felt were complex finance and property accounting procedures. We have published a greatly simplified Class B Station Finance Procedure and have drafted a new Type III Supply Procedure simplified for the small station.

(2) The Monthly Report of Cash on Hand was felt to be burdensome. This Report was eliminated for stations with cash balances that do not exceed the equivalent of \$25,000 (about [REDACTED] stations and bases). 25X1A

(3) It was felt by some stations that the [REDACTED] were too lengthy and technical for the small station to digest and follow. We plan to develop a short, concise manual of regulations for small stations for their day-to-day use to supplement the existing [REDACTED] 25X1A

(4) There was considerable criticism of the dispatch and pouch procedures which RI/FI is studying carefully to simplify.

25X1A  
The Support Chiefs can render a real service to the field by reviewing carefully the numbers of copies of dispatches, forms, etc., before release to the field, not asking the field for data which can be obtained from Headquarters files, keeping the stations manner (advance advice of

S-E-C-R-E-T

S-E-C-R-E-T

replacements, etc.), replying promptly to dispatches and cables, and notifying the field in advance of new or changed Headquarters policies and procedures.

b. REGULATIONS

25X1A9a

25X1A Mr. [REDACTED] explained our current program for redrafting entire functional series of Regulations [REDACTED], series), to include only basic policies, authorities and essential criteria for the exercise of authority, with the technical procedures in Handbooks. As an example of the results expected it appears that the [REDACTED] of the Regulations will be reduced from about eighty-eight printed pages to eleven, although the Handbooks will be more extensive. He also pointed out the procedures established for limited coordination with DD/S components on proposed publications. The Support Chiefs were urged to limit their comments on proposed Regulations to substantive matters affecting their operations and responsibilities and not attempt an editorial analysis.

25X1A

c. PERSONNEL INFORMATION CARD

25X1A9a

Mr. [REDACTED] called attention to proposed Notice [REDACTED] "Preparation of Form 642, Personnel Information Card", to be published soon, and the need for every employee and administrative officer to report correctly current and accurate information. Our Telephone and Watch Officer's Locator Lists soon become obsolete and ineffective if changes are not reported properly.

25X1A

As a further effort to insure correct current information it was suggested that personnel information data might be distributed periodically to each employee with his paycheck, thus enabling regular verification by each employee and the immediate notification of errors and other changes required.

d. ADMINISTRATION CAREER SERVICE

25X1A9a

Mr. [REDACTED] explained the policies of the Administration Career Board relative to the qualifications, selection, placement, and career development for general administrative personnel. He pointed out that administrative careerists may be obtained from the outstanding officers of other Support Career Services and DA category personnel in the Clandestine Services whose experience and career development indicate potential for promotion to grade GS-12 and assignment to the SA Career Board. Every effort has been made to give the administrative officers overseas experience, and extension of overseas tours has not been authorized generally in order to provide the opportunities for overseas

S-E-C-R-E-T

S-E-C-R-E-T

duty for all of our careerists. At this time only one grade GS-15 and three grade GS-14's of the entire Career Service who are qualified for overseas duty have not as yet had overseas tours or are not immediately scheduled to go overseas. Rotation plans will include tours in the DD/P area at Headquarters, DD/S components, and the foreign field. Career programing has developed to the stage where we are able to advise each administrative officer of his next assignment six months prior to his departure from the field. We are now moving into career development plans built around the Career Development Outlines submitted by each officer.

e. DIRECTED ASSIGNMENTS

25X1A Colonel White discussed the background resulting in the Director's approval of Notice [REDACTED] "Assignment". Of course, the personnel problems of an employee must be given appropriate consideration, but we must utilize the "directed assignment" policy when necessary in order to man hardship posts. If a fairly selected individual cannot show good reason for refusing an assignment we must enforce this policy even to the point of separation of the individual from the Agency.

f. NOMINATIONS FOR EXTERNAL TRAINING

In the interest of career development it is the responsibility of Career Services to nominate their careerists for attendance at the Armed Forces Colleges regardless of the Agency component to which the personnel are assigned. The Career Service should coordinate such nominations with the component in which the careerist is working.

g. PERSONNEL CEILINGS

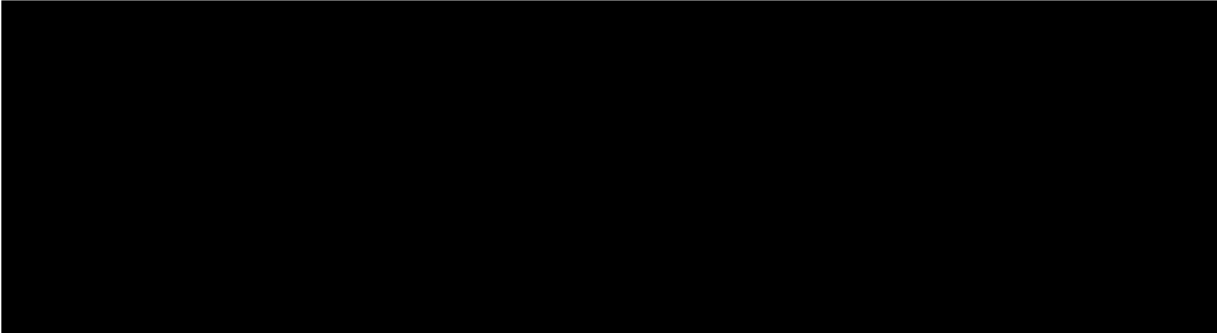
Colonel White gave a brief resume of conditions resulting in the current personnel ceiling of the Agency and the requirement for certain cuts recently effected in the various Offices. He pointed out that while there is no fixed field ceiling there is a fixed over-all Agency ceiling so that ceiling increases in the field or any other activity of the Agency must be off-set by corresponding reductions in other ceilings. Reductions in on-duty strength must be forthcoming to reduce to the authorized ceiling. One way to perform the job with the minimum number of personnel, and, in turn, reduce on-duty strength, would be to separate those employees who have exhibited "less than satisfactory" performances. This can be done if supervisors will give warnings to the individuals of their "below standard" performances. If there is no subsequent improvement, follow-through with the Director of Personnel to establish a conclusive case to support separation would be in order.

~~CONFIDENTIAL~~  
S-E-C-R-E-T

h. R & R PROGRAM

Colonel White expressed the opinion that we should have an R & R Program for people who need and deserve it. However, a general program for hardship areas is not the answer; rather, justifiable cases should be submitted to the Director for approval until sufficient experience is gained to establish a pattern and standards to fit the varied situations and conditions of deserving individuals.

25X1C4a



4  
S-E-C-R-E-T

~~CONFIDENTIAL~~